

Memorandum



TO: Distribution List
FROM: Bryan Tippie, Budget Director
DATE: September 26, 2002
Re: Minutes of the September 18, 2002 Finance Committee Meeting

Committee Members present: Joe Winkelmann and Harry Atherton

The Finance Committee met on September 18, 2002, at 2:30 p.m. in the 4th Floor Conference Room of the Court and Office Building. This document reflects the official minutes of that meeting.

Treasurer's Report: Bryan Tippie presented the Treasurer's Report for the Finance Committee's consideration.

County Attorney's Report: Tracy Gallehr discussed the Litigation status for the County Attorney's Office.

Consent Agenda

Supplemental Appropriations:

The following supplemental appropriations were approved for forwarding to the Board of Supervisors for their consideration unless otherwise noted.

FY 2002

Budget Office - \$308,469

\$308,469 was approved for appropriation from Land Use Roll Back Revenue for the Purchase of Development Rights (PDR).

FY 2003

1. Sheriff's Office - \$19,384

- a. \$1,200 was approved for appropriation from donation from Wal-Mart for the purchase of a radar unit.
- b. \$3,952 was approved for appropriation from Carryover – Fund Balance for unspent funds from FY 2002 for the Local Law Enforcement Block Grant (LLEBG).
- c. \$14,232 also was approved for appropriation from Federal funds for the Local Law Enforcement Block Grant (LLEBG).

2. Commonwealth Attorney's Office - \$2,412

\$2,412 from State Seizures was approved for appropriation from the unexpended FY 2002 balance.

3. Budget Office - \$500

\$500 in insurance proceeds was approved for appropriation as a reimbursement for work paid out of the Capital Fund.

4. Parks and Recreation - \$3,369

\$3,369 in local donations was approved for appropriation for the Vint Hill Swimming Pool.

5. School Division - \$156,141

- a. \$134,423 from a borrowing premium resulting from the initial financing of the New Middle School was approved for appropriation to the School's Construction Reserve. These funds will be held until final (third) borrowing occurs to determine how the funds will be applied.
- b. \$5,490 from user fees was approved for appropriation for the Summer Enrichment Program.
- c. \$16,228 was approved for appropriation from State funds for the Individualized Student Alternative Education Program (ISAEP).

6. Registrar's Office - \$30,608

\$30,608 from the Contingency Reserve was approved for appropriation to the Registrar's budget for office rent charges. When the FY 2003 Budget was adopted, the Registrar's Office was thought to be moving to 320 Hospital Hill and therefore, the rent was removed from their budget. Final office assignments resulted in their remaining in their current location.

Transfers:

FY 2003

1. Sheriff's Office - \$1,581

\$1,581 was approved to be transferred from the Sheriff's Office budget for the local match of the Local Law Enforcement Block Grant Program.

2. Budget Office - \$100,000

\$100,000 was approved for transfer from the General Fund Budget to the Purchase of Development Rights element in the Capital Fund.

3. School Division - \$234,599

- a. \$150,000 was approved for transfer within the Capital Improvements Program (CIP) from the Marshall Middle School Construction account to the Liberty and Fauquier High Schools Modular Classrooms Site Work account.
- b. Approved for transfer was \$60,966 from the School Construction Reserve for roof repair at Brumfield Elementary School. The School Division is pursuing litigation to recover this cost.

- c. Also approved for transfer within the CIP was \$23,633 from the Cedar Lee Middle School Construction account to the Schools Minor System Replacement CIP account. The major project to be funded with this transfer is for waste water treatment work at Mary Walter Elementary School.

Regular Agenda

Supplemental Appropriations:

FY 2003

Adult Court Services - \$16,811

Requested funding for conversion of a part time temporary aide position to a full time permanent position to be funded from the Contingency Reserve. This action was **deferred** until the October Finance Committee Meeting. This delay would allow for the Committee's evaluation of the impact of State revenue reductions to the County.

Transfers:

FY 2003

Adult Court Services - \$14,168

Due to the supplemental appropriation request for the aide position being deferred, this supporting action was also **deferred**.

Comments:

1. Finance Department

Health Insurance – Janice Bourne, Finance Director, provided the health insurance report. After the first two months in FY 2003 there is an approximate 13% increase over the prior year expenditures during the same period. The Finance Department will research the issue and determine the reasons for the increase in expenditures and report back to the Finance Committee.

2. Information Resources

Rick Klinc, Director of Information Resources was welcomed to his first Finance Committee Meeting.

During a general discussion on technology, Mr. Winkelmann requested Mr. Klinc meet with Department Heads to determine the computer replacement needs of their department. This effort would be to determine if computer and printer replacements could be delayed in order that available funding could be used to possibly address the expected State revenue shortfall. Mr. Winkelmann further pointed out the importance of having standard software, computers and printer setups. Mr. Klinc was tasked to provide his findings at the October Finance Committee Meeting.